Talbot Family Network
After-School Programs Guidelines Fiscal Year 2008
Community Partnership Agreement Funds

All programs awarded funding must comply with the attached requirements and evaluation matrix as established by the Governor's Office for Children.

The Talbot Family Network has established additional requirements:

Program Requirements- Structure

- Programs must operate 2-5 days per week with a base enrollment group
- Programs must operate a minimum of 100 days, not to exceed 180 days
- Programs must operate during the academic school year

Supervision Standards
- Programs must have a staff-to-participant ratio of at least 1 to 10. Staff includes paid or volunteer.

Data Collection and Reporting
- Data requirements will be defined in the program contract. Data requested may include grade reports, suspension/expulsion data, DJS data and school behavior data. Parent consent forms will be provided.

Talbot Family Network
After-School Program Grants

Request for Proposals

The Talbot Family Network is providing an opportunity for community based organizations to receive funding to ensure the continuation of successful after-school services to children and families. Priority will be given to programs that the TFN Board identifies as critical to at-risk children and families in the community. Applicants will prepare proposals for submission to the Talbot Family Network, based on criteria set by the Talbot Family Network. The Review Committee will recommend projects for funding through a structured discussion and scoring process. The Talbot Family Network Board of Directors will make the final decisions.

Available funding: Total funding available for FY 2008 is $80,000 to serve at least 350 youth. Talbot Family Network anticipates awarding funding to approximately four programs. Funding may be requested from September 18, 2007, through June 30, 2008.

Funding objectives/priorities: Proposals must demonstrate the following:

- Successful track record of service delivery to at-risk children and families including documented outcomes.
- Pursuit of funding from other sources to meet program needs.
- Interagency collaboration between the program and other relevant service providers. Documented letters of support or commitment must be submitted with the proposal.

The proposal must provide documentation for the need and identify the specific outcomes and indicators that will be measured. A copy of the 2007 Maryland's Results for Child Well-Being can be obtained on the Governor's Office for Children website at http://www.ocyf.state.md.us/.

Request for Proposal Requirements:

PROPOSAL CONTENT

Each proposal must include the following components in the stated order. Pages should be numbered and each section clearly labeled.

1. **Cover Page**
    Applicants will complete the Cover Page included in the RFP using Form GP3. Note that this page is not counted toward the total page limit.

2. **Executive Summary (Point Value: 5)**
    Applicants will prepare a brief narrative summary (one page or less), providing an overview of the program's goals, objectives and implementation plans. This summary should include the specific service(s), number of clients served, the

amount requested and the anticipated results. (Although second on the list this is usually the last page that should be written.)

3.   **Program Design, Implementation & Delivery Plan (Point Value: 40)**
        Include:
- **A problem statement** including the need to be addressed and the proposed program/strategy. Clearly document the need in Talbot County.
- **Clear statements of anticipated outcomes** in terms of measurable goals and objectives. The program objectives should be measurable targets of performance directly related to the program goals. This should include both process objectives (which measure such things as number of services provided or the number of participants served) and outcome objectives (which measure the changes that result from the participation of children in the program.)   The objectives should be measurable and time limited. They should drive the development and implementation of the proposal. The objectives should have the capacity to be measured at least quarterly; in some instances monthly. To ensure that evaluations are properly completed, designate an appropriate amount of time to this important task and be sure to include this allocation in the budget.
- **The target population** for the proposed program/strategies. Include the estimated number of individuals to be served, age/grade levels, eligibility criteria, and supports/incentives if they will be employed. Describe marketing and outreach plans for the targeted population.
- **Transportation and snacks.** Explain how these will be addressed.
- **Define which areas your program will address and how**: academic enrichment, including tutoring, homework help, and literary programs; youth development, including leadership skills, problem-solving and conflict resolution skills, violence prevention, diversion from juvenile services, substance abuse prevention, and adolescent pregnancy prevention; community service; recreation/sports; workforce skills, including vocational activities and technology training; cultural/performing arts, including art, music and drama; mentoring; and comprehensive programs, which are after-school programs that have a "multi-focus" of three or more of the above categories.
- **A research base/ promising practice** for the program/strategy if possible.
- **Outline of implementation plan** including a timeline for accomplishing the components of the proposal.

4.   **Demonstration of Need & Link to Priority Result (Point Value: 20)**
        Describe how your program addresses children and families most at risk. Explain how your program has been meeting a critical need of children and families in our

community, and how you plan to continue, enhance, and/or expand on your efforts to impact the indicator.

5.   Program Evaluation Plan (Point Value: 20)
Identify evaluation criteria specific to each process and outcome objective. Overall evaluation should address the degree to which the activities of the proposal make a difference with the targeted population. Describe internal quality assurance procedures as appropriate. Possible program impacts:

□ Improve grades (in-school performance)   □ Improve social skills

□ Increase student attendance   □ Decision-making skills

□ Help children come to school prepared to learn   □ Problem-solving skills

□ Improve citizenship/student relations with peers   □ Leadership skills

  And adults   □ Maintain youth attention

□ Improve school attachment & interest   and interest

□ Other - Explain: _____   □ Parent involvement

6.   Capacity of the Organization (Point Value: 10)
Describe the organization's ability to effectively use resources to conduct the program/strategy. Include an organization description including experience in the field. Document at least two years of services delivery in Talbot County. Outline any plans needed to re-engineer the program/project to meet funding parameters of your proposal.

7.   Strengths of linkages with other agencies (Point Value: 5)
Identify partnerships formed to support the proposed program/strategy and what their role(s) will be. Include any agreements made with other agencies to accomplish the objectives and letters of support. **Include a letter of commitment from all schools in which your program will operate.**

8.   Program Budget:
Applicants are required to submit a line item budget using Form GP4 as well as a budget narrative detailing and justifying the expenditures per line item. The budget should reflect the calculations per line item. Describe any existing or planned sources of funds that will support continuance of services. The budget should project reasonable costs. Budget can be developed effective September 18, 2007, and can extend to June 30, 2008. (Form attached) Include a copy of previous year's budget and any financial cutbacks that were made.

Total Points: 100

Other requirements:

Eligible applicants: Any agency or organization, public or private, which is located or provides services in Talbot County and can demonstrate the ability to successfully carry out the project, is eligible to apply. Individuals are encouraged to contact an organization with which they have some affiliation (such as church, non-profit agency, etc.) to collaborate on a project for a funding application; funding will not be awarded to an individual.

Applicants must provide evidence of experience, credibility, accountability, and if appropriate, license(s) within the grant application.

Proposal Review: Completed proposals will be forwarded to a review committee appointed by the Talbot Family Network. All members of the review committee must be in compliance with the Representation of Absence of Conflict of Interest and Confidentiality Statement and complete Form GP1. Each member of the review committee will rate and comment on each component of each proposal.

Proposals will be scored based on the clarity and thoroughness of the proposal content and on demonstrated capacity to carry out the proposal using the following scoring points. The total possible points equal 100.

1. Executive Summary- 5 points
2. Program/Strategy Delivery Plan – 40 points
3. Demonstration of Impact on Priority Results – 20 points
4. Strengths of Linkages with other Agencies – 5 points
5. Capacity of the Organization – 10 points
6. Evaluation Plan – 20 points

The review committee will forward a report of its recommendations to the Board of Directors of the Talbot Family Network for action. A Notice of Grant Award and contract will be issued by Talbot Family Network to the project directors of the approved programs. Unsuccessful applicants will be notified in writing.

Proposals arriving after the deadline will not be considered.

Submission of Papers: An original and six copies of the Request for Proposals will be due by hand delivery (in-person) or received by (not post-marked by) noon on August 17, 2007. Applications faxed or emailed will not be reviewed. Applications submitted late, incomplete, or without copies will not be reviewed. Applications should not exceed ten pages (excluding cover page, budget page and appendixes). Format is 12 pt font, double-spaced, one sided, 8 ½ x 11 sized paper.

Proposals should be sent to:

Jennifer Bullock
Talbot Family Network
142 N. Harrison St.
Easton, MD 21601

Questions: Call 410-770-6867 with any questions or needs for technical assistance.

Enc.   Cover Page GP3
        Budget page GP4
        Submission Checklist
        GOC Requirements
        GOC Evaluation Matrix

TALBOT FAMILY NETWORK
REQUEST FOR PROPOSALS
COVER PAGE

Name of Administrative Organization: _____

Contact Person/Project Director: _____

Organization Address: _____

_____

Phone: _____ Fax: _____

E-mail:_____

Organization's Federal ID #: _____

Name of Fiscal Officer (Responsible for Fund Monitoring): _____

Phone: _____ E-mail: _____

Project Title: _____

Brief Description of Project (25 words or less):

_____

_____

_____

_____

Geographical Area to Be Served: _____

Project Location: _____

Brief Description of Target Population: _____

_____

_____

_____

Project Duration: _____ Amount Requested $: _____

Date Application Submitted: _____

Authorization Review

_____ _____

Signature of Authorized Organization Executive   Date

TALBOT FAMILY NETWORK
PROJECT BUDGET

Project Title: _____

EXPENSES

ITEM	**JUSTIFICATION**	**AMOUNT REQUESTED**
1. Salaries		
2. Fringe Benefits		
3. Recruitment		
4. Consultants/Professional Fees		
5. Travel		
6. Materials/Supplies		
7. Communications		
8. Facilities/Rent		
9. Insurance		
10.Equipment/Maintenance		
11.Other (Specify):		
TOTAL EXPENSES		

Describe other sources of financial and in-kind support: _____

_____
_____
_____
_____
_____

Request for Proposal

Submission Checklist

_____ Font size (12 pt font)

_____ Double-spaced, one sided, 8 ½ x 11 sized paper

_____ Proposal does not exceed 10 pages (excluding cover page, budget and appendixes)

_____ All proposal parts are included

     _____ Cover Page

     _____ Executive Summary

     _____ Program Design, Implementation & Delivery Plan

     _____ Demonstration of Need & Link to Priority Result

     _____ Program Evaluation Plan

     _____ Capacity of the Organization

     _____ Strengths of Linkages with Other Agencies

     _____ Program Budget

_____ Budget Calculations have been verified (Double check your math)

_____ Original signed by submitting organization designated official in BLUE INK

_____ Original letters of support are attached (no copies or faxes)

_____ Original and 6 copies for submission

_____ Proposal Submitted by Due Date and Time Specified

AFTER SCHOOL PROGRAMS

Purpose

The purpose of the after school program is to minimize unsupervised hours and provide enrichment activities for school age children.

Authority

The Subcabinet has identified after school programs as a service to be funded through the Subcabinet Fund.

Program Requirements

Eligibility - Elementary, middle and high school age youth are eligible for program participation.

Types of Programs and Program Structure
1. After school programs provide academic enrichment, leadership development, community service learning, recreational activities and other youth development activities.
2. The structure of after school programs includes the duration (total number of days) of the program, the frequency (hours and days per week), and the time of year program is offered.

Program Standards
1. Administration Standards
   Each after-school program shall:
   a. Develop, maintain and implement written program goals;
   b. Develop, maintain and follow written program policies that:
      i.   Are readily accessible to staff members, parents and participants;
      ii. Include a statement of unrestricted parental access to the program at all times during program operating hours;
      iii. Include a discipline policy, including the prohibition of corporal punishment, and a policy on the administration of medication; and
      iv. Include procedures for:
         (a) Ensuring the health, safety and security of program participants;
         (b) Keeping an enrollment log and a record of daily attendance;
         (c) Ensuring the whereabouts of each program participant is known at all times whenever the

participant is present at the program site during program operating hours;

 (d) Reporting suspected child abuse or neglect as required by State law;

 (e) Ensuring the release of a program participant only to the participant's parent or other authorized adult;

 (f) Creating and maintaining a record of each:
  (1) Injury or accident involving a program participant during program hours;
  (2) Serious incident involving a program participant during program hours; and
  (3) Administration of a prescription or non-prescription medication to a program participant by staff.

 (g) Informing the parent or authorized adult about any injury, accident, or serious incident involving the participant on the same day that it occurs;

 (h) Excluding a staff member or a program participant from the program for an:
  (1) Acute illness; or
  (2) Infectious or communicable disease for which the State or local health department recommends exclusion;

 (i) Ensuring that each staff member and program participant washes his or her hands thoroughly:
  (1) After using the sanitary facilities;
  (2) After handling an animal;
  (3) Before food handling and eating;
  (4) After an outdoor activity; and
  (5) At other times when necessary to prevent the spread of disease; and

 (j) Ensuring prompt and safe evacuation of the program premises by all program staff and participants in the event of a fire or other emergency;

c. Provide program activities according to a written schedule that:

 i. Are consistent with the stated goals of the program;

 ii. Meet the developmental and social needs of program participants;

 iii. Are conducive to positive and constructive interactions among program staff and participants;

d. Ensure that each staff member:
    i.   Before beginning work with program participants, receives:
            (a)   Orientation to the program;
            (b) Training in the prevention, detection, and reporting of child abuse and neglect; and
            (c) Other training appropriate to the staff member's program responsibilities;
    ii.   After beginning work with program participants, receives continued training as needed to meet the healthy development of program participants and the goals of the program;
    iii.   Uses positive techniques to guide the behavior of program participants; and
    iv.   Relates to program participants individually and in groups in a manner that is appropriate to the participants' individual and group needs;

e. Upon request, make available for review and copying any record, policy, procedure, or other program document by a representative of the LMB or State or other entity that provides funds to the program.

2. Safety, Health, and Nutrition Standards
Each after school program shall:
a. Comply with all:
    i. Applicable federal, State and local building, fire, health, and zoning codes;
    ii.   State child abuse and neglect laws; and
    iii. Other applicable federal, State, and local laws, regulations and policies;
b. Have sufficient indoor space to successfully conduct individual and group activities, unless the program is exclusively conducted outside;
c. Provide handwashing, toilet, and drinking water facilities that are operable and appropriate to the ages, number, and gender of all program participants;
d. Provide clean facilities and indoor and outdoor space that:
    i.   Are free from health and safety hazards, including lead hazards and asbestos hazards; and
    ii.   Have:
       (a) Adequate sanitary supplies and equipment;
       (b) Proper trash and refuse removal; and
       (c) Comfortable levels of heat, ventilation, noise, and light;

e. Provide activity materials and equipment that are:
  i. Safe and in good condition;
  ii. Age and developmentally-appropriate and adequate for the number of participants; and
  iii. Sufficient in quantity and type to support successful achievement of program goals;
f. Provide furniture and storage areas for use by program participants that are safe, age and developmentally-appropriate and adequate for the number of participants;
g. Prohibit from the program premises the:
  i. Use of alcohol, tobacco, and illicit drugs during the program's hours of operation; and
  ii. Presence of any weapon;
h. Provide a telephone that is:
  i. Operable;
  ii. Reliable; and
  iii. Freely available to all program staff;
i. Ensure that there is at least one staff member present at all times during the program's hours of operation who holds a current certificate indicating successful completion of:
  i. Basic first aid training through the American Red Cross, or a program with equivalent standards; and
  ii. Cardiopulmonary resuscitation (CPR) training through the American Heart Association, or a program with equivalent standards, that is appropriate to the ages of all program participants;
j. Maintain first aid supplies on the program premises that are:
  i. In good, usable condition;
  ii. Immediately accessible to staff members for use in an emergency; and
  iii. Sufficient in quantity and type for emergency situations that may reasonably be expected to occur at the program;
k. If the program provides transportation of program participants by motor vehicle, ensure:
  i. Compliance with all applicable federal, State, and local transportation requirements;
  ii. Each vehicle used is capable of safe operation;
  iii. Each occupant of the vehicle is separately secured in a seat belt or child safety seat appropriate for the occupant's age and weight, as specified by Maryland law; and

l. For each program participant, ensure that current written information is maintained on the program's premises that is immediately accessible to staff and includes, but is not limited to:
   i. Emergency contact information;
   ii. Medications, if any, being used by the participant;
   iii. Information about any condition, including allergies, that the participant has that may require medical or other special attention; and
   iv. Documentation of immunization history, if the participant is not enrolled in a Maryland school;
m. Ensure that all areas used for food storage, handling, preparation, service, and consumption are clean, safe, in good repair, and free from infestation; and
n. Ensure that nutritious snacks are served to all program participants.

3. Staff Standards
   i. Staff member means an individual, whether paid or unpaid, who performs a duty on a continuing basis for an after school program.
   ii. To serve as:
      (a) A program director, an individual shall be 21 years old or older;

      (b) An activity supervisor, an individual shall be 18 years old or older; or

      (c) An activity aide, an individual shall be 14 years old or older.
   iii. Each staff member shall have education, training, experience, or any combination thereof, appropriate to the staff member's level of program responsibility.
   iv. Criminal Background Checks.
      (a) Each staff member shall apply for a criminal background check before beginning program duties.
      (b) The program operator shall ensure that there is a fingerprint-supported criminal background check result for each individual required to apply for a criminal background check.

4. Supervision Standards
   i. Staff shall:
      (a) Supervise each participant at all times, appropriate to the individual's age, needs, and capabilities; and

        (b) Assign each participant to an activity group.
- ii. Each activity group:
        (a) Shall have a staff-to-participant ratio of at least 1 to 15; and
        (b) If approved by the LMB, may be of any size if the staff-to-participant ratio of 1:15 is maintained;
- iii. Each activity group shall be supervised by the program director or an activity supervisor.
- iv. Under the direct supervision of the program director or an activity supervisor, an activity aide who is 16 years old or older may lead the activities of a portion of an activity group if:
        (a) The portion consists of not more than 15 program participants; and
        (b) The program director or activity supervisor is readily available to the activity aide for consultation and assistance.
- v. A staff member who is younger than 18 years old may not be left alone with any group of program participants.
- vi. A staff member shall be 14 years old or older to be counted for the staff-to-participant ratio required.

D. Data Collection and Reporting
1. Vendors will be required to collect and report information for each program and by type of program they operate on at least a quarterly basis, using the following categories:
   - i. Academic enrichment, including tutoring, homework help, and literary programs;
   - ii. Youth development, including leadership skills, problem-solving and conflict resolution skills, violence prevention, diversion from juvenile services, substance abuse prevention, and adolescent pregnancy prevention;
   - iii. Community service;
   - iv. Recreation/sports;
   - v. Workforce skills, including vocational activities and technology training;
   - vi. Cultural/performing arts, including art, music, and drama;
   - vii. Mentoring; and
   - viii. Comprehensive programs, which are after school programs that have a "multi-focus" of three or more of the above categories.

2. Information to be collected for each program shall include:
   i.   Grade/ages served;
   ii.   Wait list;
   iii. Total enrollment;
   iv.   Newly enrolled;
   v.   Number dropped during month;
   vi.   Total attendance days;
   vii. Number of days program operating; and
   viii. Unduplicated number of youth served to date.
3. The LMB shall report the above information for all after school programs that it administers in its semi-annual and annual plan.

LMB: TALBOT COUNTY
Program Name: After School
Program Summary: Provision of countywide after school programming for all school-age children on a first come-first served basis. Programs are provided by a variety of vendors; some programs are school-based, and some are private vendors. Each program chooses to address any number of activities including, but not limited to, academics, socialization, recreation, community involvement and the arts.
Target Population: School-aged children in Talbot County
FY08 Funding Request: $80,000

Performance Measure	FY06 Actual	FY07 Target	FY08 Target	FY09 Target	FY10 Target
What/How Much We Do:					
▪ # of youth served ▪ # of funded programs ▪ # of days of programming per week	512 4 5	350 4 5	350 4 5	350 4 5	350 4 5
How Well We Do It:					
▪ % participants attending vs. registered ▪ % participant satisfaction	NDA	75% 75%	75% 75%	80% 80%	80% 80%
Is Anyone Better Off?					
▪ # and % of participants who attend school at least 95% of the time ▪ # and % of participants who maintain or improve reading and/or math grades ▪ # and % of participants who are involved with DJS	NDA	329/94% 280/80% < 17/5%	329/94% 280/80% < 17/5%	333/95% 298/85% <11/3%	333/95% 298/85% <11/3%